



STATE OF MICHIGAN

DEPARTMENT OF TRANSPORTATION
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

KIRK STUEDLE
DIRECTOR

July 31, 2006

Mr. John D. Niemela
Director
County Road Association of Michigan
P.O. Box 12067
Lansing, Michigan 48901-2067

Mr. Joseph A. Fivas
Transportation Environmental Affairs
Michigan Municipal League
320 N. Washington Sq., Ste. 110
Lansing, Michigan 48933-1288

Dear Mr. Niemela and Mr. Fivas:

**Permit Requirements for Local Agency Projects in
MDOT's Local Agency Program's Unit**

The Michigan Department of Transportation's (MDOT's) Local Agency Program Unit has been asked to reiterate the permit requirements sent to all local agencies in a letter dated June 17, 2005, and expand on the process for obtaining permits from MDOT Transportation Service Centers for work inside MDOT Right of Way (ROW). Over the course of the past year we have found that permits have not been submitted until well after the Grade Inspection meeting, leading to many last minute issues that should have been avoided.

All permits (MDOT, MDEQ, SHPO, Drain Commission, Local Agency, etc.) required for federal/state aid construction projects administered through the MDOT Local Agency Programs Unit should be applied for prior to the MDOT/Local Agency Grade Inspection meeting date as shown on the "Local Agency Programs (LAP) Project Planning Guide". Having the permit requested prior to the grade inspection meeting will give approximately 4 weeks for the permit to be processed prior to the final PS&E due date to MDOT. All state and/or federal permits are required to be in the proposal document and address the appropriate agency's review comments in the final plans, special provisions, and cost estimate.

If a local agency's project will involve work inside MDOT ROW, including work zone signs, detour signs, and any physical construction, a permit is required from the local MDOT Transportation Service Center (TSC). We strongly recommend that local agencies contact the local TSC's Permit staff to discuss their project as soon as it is known that an MDOT permit will be needed so details of the project can be discussed, and an anticipated time frame for processing the permit can be obtained from the TSC. It takes approximately four weeks to process and approve an MDOT permit. If the project is complex or involves work on an MDOT traffic signal facility it may take longer to process the permit application. Typically 3 sets of plans and specifications will need to be submitted to the TSC's Permit Unit so they can have concurrent reviews within the TSC. Local agencies should contact their local TSC to inquire on the exact number of plans and specifications required on each project due to the uniqueness and differing complexity of each individual project. When submitting a permit application to a TSC, please

Mr. John D. Niemela and Mr. Joseph A. Fivas
Page 2
July 31, 2006

make sure it is clearly stated if the permit application is for a project that will be administered by MDOT's Local Agency Programs Unit.

Following the above recommendations will assist the local agencies in meeting their desired letting schedule and hopefully eliminate a delayed project due to a missing a required permit.

We are asking that you provide the agencies you represent with this information. If you have any questions, please contact me at (517) 335-2233.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Rudolph S. Cadena', written in a cursive style.

Rudolph S. Cadena, P.E.
Local Agency Programs Engineer
Local Agency Programs

cc: Mark Van Port Fleet, MDOT
Mark Harrison, MDOT
Chris Youngs, MDOT
Bruce Kadzban, MDOT
Rob Beckon, MDOT